



COMMUNITY DEVELOPMENT DEPARTMENT OF METROPOLITAN DEVELOPMENT

JONATHAN WEINZAPFEL
MAYOR

One N.W. Martin Luther King, Jr. Blvd.
306 Civic Center Complex Evansville, IN 47708
(812) 436-7823 TDD: (812) 436-4928 Fax: (812) 436-7809

THOMAS BARNETT, AICP
EXECUTIVE DIRECTOR

<<date>>

«Contact_Name»
«Organization_Name»
«Contact_Address»
«Contact_City», «Contact_State» «Contact_Zip»

Dear «Contact_Name»:

As stated in your Operating Agency Agreement(s), DMD will monitor your program(s) not less than annually. It is time to schedule monitoring visits. I will be contacting agencies within the next two weeks to schedule monitoring visits. If your agency has more than one program funded through DMD, we will monitor all programs the same day. Please check your calendars to determine when all necessary personnel will be available. If I do not contact your agency by<<specified date>>, please call me to set up an appointment.

During the monitoring visit, I will be reviewing case files, financial records and general program operations. If you have any questions regarding monitoring, please do not hesitate to call me at <<CDS phone #>>.

Sincerely,

<<Name of CDS>>
Community Development Specialist

